

Statement of Work

Technical, Facilitation and Evaluation Support of National Park Service/EPA Partnership on Environmentally Preferable Purchasing

I. Background

EPA's Office of Pollution Prevention and Toxics has been managing the Environmentally Preferable Purchasing (EPP) program since 1993. The primary purpose of the EPP program is to help Executive agencies prevent waste and pollution by considering environmental impacts along with price and performance and other traditional factors when deciding what to buy. The Federal government is the single largest consumer in the U.S., and probably, in the world, spending over \$250 billion annually on a wide variety of products and services. The government's purchase and use of products and services leave a large environmental footprint. Through its purchasing decisions, the Federal government can minimize environmental impacts while giving a boost to manufacturers that produce environmentally preferable products and services.

In FY 2002, EPA's environmentally preferable purchasing program teamed up with the National Park Service to bring green purchasing training and tools to park staff and managers as a means of helping NPS achieve its sustainability goals. In 2002 and 2003, under previous work assignments, the two agencies jointly hosted a series of training workshops/charrettes at several national parks. These charrettes have been evaluated by participants very highly and now NPS and EPA would like to continue in expanding these workshops to other parks, and to develop technical content on green purchasing for a new NPS sustainability website to assist parks in using environmentally preferable purchasing as a tool to meet their sustainability goals.

II. Objectives

There are three primary objectives of this work:

- 1) Continued development of the EPP module of the workshop, based on participant input and evaluations and new developments in the field;**
- 2) Facilitation of three workshops/charrettes at national parks identified by the National Park Service; and**
- 3) Evaluate the effectiveness of the charrettes conducted to date in meeting their goals and estimate the potential environmental benefits of implementing green purchasing goals at national parks.**

The goal of the workshops/charrettes is to introduce the participants to the concepts of green purchasing, to demonstrate the tools and resources that are available, and to focus the parks in on a few product categories that EPA is trying to emphasize. The green purchasing portion of the training should demonstrate to the participants that greener purchasing can be used as a

means to achieve the sustainability goals of a park.

Now that NPS and EPA have jointly conducted several greening charrettes at national parks, it is timely to begin evaluating the extent to which they have resulted in changes in operating practices in the parks. The focus of the evaluation will be goals those parks set for themselves during the charrettes, determining the extent to which those goals have been achieved, and an estimation of the potential environmental benefits of achieving those goals.

III. Tasks

Task 1: Refine the EPP module of the workshop/charrette based upon participant feedback from the four charrettes conducted to date. The contractor shall review in detail the evaluations from the charrettes and integrate any necessary changes to the content based on the strengths and weaknesses identified by the participants.

Task 2: Provide logistical and facilitation assistance to NPS and EPA in selecting three parks and preparing for each of the workshops/charrettes. The contractor shall provide assistance to the charrette steering group in preparing for three workshops. This assistance will involve facilitating conference calls with the parks, assisting with logistical arrangements, summarizing discussions with park staff, and coordinating with subject matter experts who will present/participate in the workshops.

Task 3: Facilitate each of the three workshops/charrettes at the individual sites. The contractor shall travel to each of the workshop locations to act as facilitator and moderator. The contractor shall be present for the entire workshop and may conduct the EPP module or it may be conducted using a team approach, at the discretion of the PO and based upon the availability of other NPS subject matter experts. A decision on the contractor's responsibilities for conducting the module will be made no later than 6 weeks prior to the scheduled training.

Task 4: Incorporate changes to the EPP module based on participant feedback and evaluations. The contractor shall ensure that participants are given the opportunity to provide anonymous feedback on the workshop and, with input from the PO, shall incorporate changes to the workshop's content.

Task 5: Provide reference materials on environmentally preferable purchasing to parks. At previous charrettes, a CD containing EPP reference materials was provided to each participant. The contractor shall update and copy the CD of reference materials to provide to all participants at each of the three charrettes.

Task 6: Evaluate effectiveness of charrettes conducted to date. The contractor shall develop and send a questionnaire to park managers and staff who participated in previous charrettes. Based on responses to that questionnaire, the contractor shall assess the extent to which the park(s) have implemented the strategies identified during their charrette to green their park and educate the public. The contractor shall also provide estimates of the environmental

potential of the parks implementing green purchasing practices for identified products.

Task 7: Develop brief case studies based on charrette evaluation Based on the assessment conducted in Task 6, the contractor shall develop brief case studies for each of the parks. These case studies will briefly tell the story of the charrette and how effectively the parks implemented green strategies following the charrettes.

IV. Deliverables and Schedule

Deliverable 1: Revised EPP module The contractor shall deliver to the PO a revised version of the workshop module on environmentally preferable purchasing. These revisions shall be based on input from the PO, the NPS Environmental Leadership program manager, and evaluations from participants at the previous workshops.

Due: 30 days from contract award

Deliverable 2: Facilitation of each of three NPS Sustainability Workshops

The contractor shall travel to the training location to facilitate the workshop/charrette and conduct all or part of the EPP module. The contractor shall be present for the entire session and may conduct the entire EPP module or it may be conducted using a team approach, at the discretion of the PO. The decision on the contractor's responsibilities for conducting the training will be made no later than 6 weeks prior to the scheduled training.

Due: The workshops will be scheduled at least 60 days in advance

Deliverable 3: Summary of Workshop and Changes to EPP Module

After each workshop, the contractor shall provide to the PO a summary of the workshop and recommendations for further refinements to the EPP module. The format for the workshop summary shall be provided by the PO and shall not exceed 15 pages in length.

Due: 30 days after each workshop

Deliverable 4: Provide reference materials on environmentally preferable purchasing to parks in electronic format. The contractor shall update and make sufficient copies of the CD. The exact number of CDs or binders to be produced will be determined by the PO, but the number will be between 150-200.

Due: 60 days after contract award

Deliverable 5: Develop questionnaire to solicit input on the effectiveness of the charrette and send to key park managers/staff The contractor shall develop an indepth questionnaire to determine the extent to which parks have implemented green practices since the charrette. The contractor shall anticipate active followup with the parks to ensure thorough

responses are received.

Due: 90 after contract award

Deliverable 6: Develop brief case studies of how parks used strategies identified in their charrettes, or what barriers they faced in implementing those strategies. These case studies shall be brief – no more than two pages for each park – and shall “tell the story” of the charrette and the extent to which the park implemented green operating practices after the charrette. It is anticipated that these case studies shall be used by EPA, the National Park Service, and the individual parks in newsletters, on their websites, and in public outreach materials.

Evaluation Criteria:

1. Demonstrated experience in organizing, implementing, and facilitating complex workshops with multiple experts, presenters, and diverse audiences. (Experience must include demonstrated ability in preparation, design, logistics, workshop facilities, recording, follow-up and evaluation.
2. Depth of knowledge on sustainability and pollution prevention topics with particular emphasis on buildings/construction, facility operation and maintenance, and purchasing.
3. Past Performance. Provide three references with knowledge of your quality and experience in workshop design, logistics and facilitation, and sustainability in pollution prevention.

Note: Past Performance and depth of knowledge are more important than price.